RECORDS CONTROL SCHEDULE

SECRET

SCHEDULE NO.

25X1

CONCURRENCE

SIGNATURE

OFFICE, DIVISION, BRANCH

TITLE   DATE   25X1

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	**OFFICE OPERATIONS AND ADMINISTRATIVE FILE** Consists of correspondence to and from Headquarters, reports, studies, and similar records reflecting office policy and procedures reflects the internal administration of the Office such as training, travel, budget, personnel administration, communications, security and related functions. Filed by subject. (1948-1961)	9.0	Temporary. Destroy when 3 years old. (Cut off active file at end of each year; destroy three years thereafter.)
2	**CONVENIENCE FILE (READING)** Consists of extra copies of incoming and outgoing correspondence to Headquarters and to	2.0	Temporary. Destroy when 1 year old. (Maintain a one year level; thereafter destroy oldest month after filing current month.)
3	**FUNDS ACCOUNTING** Consists of copies of vouchers, cancelled checks, reconciliation statements, memos covering official entertainment, and other papers relating audit determinations. Filed by type of record, by fiscal year and chronologically thereunder.	.2	Permanent. Disposal not authorized. File in inactive file when balances are reconciled. Retain for audit purposes.

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Next 1 Page(s) In Document Exempt

| 25X1 | 9 | | | Temporary. Destroy when 3 years old. (Maintain a 3 year level; thereafter destroy oldest month after filing current month.) |

| 10 | COMMUNICATIONS LOG FILE |
| | A log record of the receipt and dispatch of reports, process sheets and correspondence | 6.0 | Temporary. Destroy when 1 year old. |

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(1953 - 1960)

| 11 | WORKING FILES |
| | The working papers, reports, notes, etc., | 9.0 | Temporary. Destroy when no longer needed for reference purposes. |

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| 12 | REFERENCE PUBLICATIONS |
| | Publications maintained primarily for reference purposes. Included in the collection | 86.0 | Temporary. Destroy when obsolete or no longer needed for reference purposes. |

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